

Indiana State Library Interlibrary Loan



INDIANA SHARE



We want to give you a solid start to the new ILL procedures. We will continue refining the service so that you will have an easier transition.

Indiana SHARE



- ISL will be assuming responsibility for ILL services on July 1
- OCLC symbol
 - Borrowing = SHARE
- What's New
 - New Software
 - ILLiad
 - Simple Registration
 - Quick Submission
 - Easy Tracking

Your library will have to register for Indiana Share the first time you use it
This process is quick
The new system is also paperless

Introducing ILLiad



- ILLiad
 - Web-Based
 - Paperless Requesting
 - Environment & Budget Friendly
 - Easy Log-In
 - Seamlessly works with FirstSearch

ILLiad imports information from First Search (your access to WorldCat), reducing work for staff and ensuring correct information on the request form.

ILLiad is paperless requesting, so it is environmentally and budget friendly.

Indiana Share Policies



- Loan Period
 - 5 Weeks
 - Includes Shipping time to and from your library
- Renewals
 - No Renewals

With one week for delivery each way, the average check out time for patrons will be 3 weeks.

It's So Easy!



Step-by-Step Borrowing



Step One – Search WorldCat



You will access First Search at
<http://www.in.gov/library/5769.htm>

You'll access FirstSearch from the Indiana State Library website.

Search title and author if possible. Remember that the patron may not have remembered the exact title or exact spelling for the author's name.

Step 2: Find the Item



INDIANA SHARE

WorldCat List of Records

- Click on a title to see the detailed record.
- Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.
- Refine your search results: 760 (show me how)
- WorldCat Hot Topics: Select a topic to search: []

Home Databases Searching Results

List of Records Detailed Record Marked Records Saved Records

WorldCat results for: kwr: Odd and kwr: Thomas. (Save Search)
Records found: 760 (English: 670) Rank by: Number of Libraries

Find related: Books etc. (WorldCat)

Librarians: WorldWide: 2194
See more details for locating this item

Brother Odd /
Author: Koontz, Dean R. 1945- Publications: New York : Bantam Books, 2006
Document: English : Book : Fiction : Internet Resource
Librarians: WorldWide: 2092
See more details for locating this item

Jefferson's great gamble : the remarkable story of Jefferson, Napoleon and the men behind the Louisiana Purchase /
Author: Cerami, Charles A. Publications: Naperville, IL : Sourcebooks, 2003
Document: English : Book : Internet Resource
Librarians: WorldWide: 1274
See more details for locating this item

When selecting the item, note that you'll want to check the format. Is it a book or video? Which did the patron want?

Also pay attention to the number of libraries worldwide that hold the item. The more libraries, the better. If only 4 libraries hold an item your patron wants, you may need to check other records. If there are just not a lot of copies of the item on any record, it may be rare, and may not circulate.

Step 3: Click Share button



INDIANA SHARE

WorldCat Detailed Record

Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.

Home Databases Searching Results

List of Records Detailed Record Marked Records Saved Records Go to page

Subjects Libraries E-mail Print Export Help

WorldCat results for: kw: Odd and kw: Thomas. Record 1 of 760.

Prev 1 Next Mark: ☒

Detailed Record Add/View Comments Excerpt

Odd Thomas /

Dean R Koontz

2003 English Book : Fiction 399 p. : 25 cm
New York : Bantam Books, ; ISBN: 0553802496 9780553802498

GET THIS ITEM

Availability: **Check the catalogs in your library.**

- Libraries worldwide that own item: 2194

External Resources:

- Indiana Share Program
- Cite This Item

FIND RELATED

More Like This: Search for versions with same title and author | Advanced options...

Find Items About: Koontz, Dean R. (max: 26)

Title: **Odd Thomas /**

Author(s): Koontz, Dean R. 1945- (Dean Ray),

Publication: New York : Bantam Books.

Verify item details

Click to import into ILLiad

Click "Indiana Share Program" to import into ILLiad

Step 4: Log In



ILLiad

ILLiad Logon

* Username

* Password

Logon to ILLiad

You may pre-register/
log-in before you begin
your search, or log-in at
this stage

First Time Users

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Create a new account

If you have not already registered with an ILLiad Indiana Share account, you may do so by clicking on “First Time Users”

Registration Information



ILLiad

By pressing the button below, you acknowledge and agree to all of the terms and conditions below.
Please pay particular attention to the copyright statement and the ILLiad FAQ.
After reading this information, you can press the "First Time Users Click Here" button below.

First Time User Registration for Interlibrary Loan

To request an item through Interlibrary Loan, you must first identify yourself to the library's ILLiad system. To do this you fill out a registration form using your Web browser.
Registration has three purposes:

- Entering your personal information into the ILLiad system means you will not have to supply the information again when making future requests.
- Having your e-mail and regular mail addresses on file with Interlibrary Loan enables us to notify you promptly and deliver materials accurately when your request arrives in the library.
- By specifying a Username and Password of your choosing, you will have secure access to information about your requests. You will also be able to review the list of items you have requested in the past.

About your Username and Password

During registration, you will be asked to choose a Username and Password. You will use this Username and Password when logging on to the ILLiad system in the future.

Username

Choose anything you like, such as your name, abbreviations, or an alphanumeric code.

Password

Choose anything you like. We recommend that you follow good security practice and choose a password that is different from those you use to access other systems.
ILLiad will encrypt your password, so it will remain secure. Only you will know your password.

This page covers information about the Indiana SHARE program and the ILLiad software.

Copyright Information



Important Copyright Information

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

ILLiad FAQ (Frequently Asked Questions)

Before registering, you may wish to read the ILLiad FAQ. The FAQ may answer other questions you have about the ILLiad interlibrary loan system.


By pressing this button you acknowledge and agree to all of the terms and conditions above. Please pay particular attention to the copyright statement and the ILLiad FAQ. After reading this information, you can press the "First Time Users Click Here" button to continue.

[First Time Users Click Here](#)

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Copyright language is prescribed by law and MUST be displayed anywhere requests are accepted.

Step 5 - Register



Indiana Share

New User Registration for Indiana Share


* Indicates required field

* Library Name	<input type="text"/>
* Contact Name	<input type="text"/>
* Patron ID Number or Name	<input type="text"/>
Preferred Notification Method	<input type="text" value="E-Mail"/>
* E-Mail Address	<input type="text"/>
* Daytime Phone	<input type="text"/>
Preferred Article Delivery Method	<input type="text" value="Mail to Address"/>
Preferred Loan Delivery Method	<input type="text" value="Hold for Pickup"/>
Preferred Electronic Delivery if Possible (PDF file via web)	<input type="text" value="Yes"/>
* Library Address Line 1	<input type="text"/>
Library Address Line 2	<input type="text"/>
* Library Address City	<input type="text"/>
* Library Address State	<input type="text" value="IN"/>
* Library Address Zip	<input type="text"/>
Delivery Location	<input type="text" value="SHARE"/>
* Choose a Username	<input type="text"/>


Case sensitive

Some of these fields are required by the ILLiad software, including notification and shipping methods. For those fields, we've prepopulated answers to make it easier.

Note that there is a field for you to include either the patron's name, or some identifying number (like a library card number), so that when you receive the item, you'll have a record of the patron who originally requested it.



Step 6: Verify Fields



- [Logout/Reconnect](#)
- [Main Menu](#)
- [New Request](#)
 - Photocopy
 - Book
 - Book Chapter
 - Conference Paper
 - Patent
 - Report
 - Thesis
 - Standards Document
 - Other (Free Text)
- [View](#)
 - Outstanding Requests
 - Electronically Received Articles
 - Checked Out Items
 - Cancelled Requests
 - History Requests
 - All Requests
 - Notifications
- [Tools](#)
 - Change User Information
 - Change Accounts
 - Change Password
- [About ILLiad](#)

Book Request

Enter information below and press the Submit Information button to send.

Describe the item you want

* Indicates required field

<p>* Author/Editors</p> <p>* Title <small>Please do not abbreviate unless your citation is abbreviated</small></p> <p>Publisher</p> <p>* Patron Name or ID Number</p> <p>Date of Publication</p> <p>Edition</p> <p>ISBN (International Standard Book Number) <small>If given will speed request processing</small></p> <p>Call Number</p> <p>OCLC or Decline UI Number</p> <p>* Not Wanted After Date <small>(mm/dd/yyyy)</small></p> <p>Will you accept the item in a language other than English? <small>If yes, specify acceptable languages in the notes field</small></p> <p>Will you accept an alternate edition of this item?</p> <p>Notes <small>Put any information here that may help us find the item, as well as any other pertinent information <i>including the amount the patron is willing to pay.</i></small></p>	<p><input type="text" value="Koontz, Dean R"/></p> <p><input type="text" value="Odd, Thomas"/></p> <p><input type="text" value="Bantam Books"/></p> <p><input type="text"/></p> <p><input type="text" value="2003"/></p> <p><input type="text"/></p> <p><input type="text" value="9780553802498"/></p> <p><input type="text"/></p> <p><input type="text" value="62587803"/></p> <p><input type="text" value="06/23/2008"/></p> <p><input type="text" value="No"/></p> <p><input type="text" value="Yes"/></p> <p><input type="text"/></p>
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ILLiad will populate the fields from FirstSearch

Bibliographic information transfers to the work form. You don't have to worry about transposing letters or numbers!

Notes can include what you are willing to pay. If your patron does not wish to pay any fees, be sure to make a note that you do not wish to go out-of-state to fill the request. You can say, "Fill from an Indiana library only. Willing to pay \$0."

Step 7: Submit Request



- RECEIVED ARTICLES
- Checked Out Items
- Cancelled Requests
- History Requests
- All Requests
- Notifications
- Tools
- Change User Information
- Change Account
- Change Password
- About ILLiad

ISBN (International Standard Book Number) <small>If given will speed request processing</small>	<input type="text" value="97800953002498"/>
Call Number	<input type="text"/>
OCLC or Decline UI Number	<input type="text" value="52587603"/>
*Not Wanted After Date <small>(MM/DD/YYYY)</small>	<input type="text" value="06/23/2008"/>
Will you accept the item in a language other than English? <small>If yes, specify acceptable languages in the notes field.</small>	<input type="text" value="No"/>
Will you accept an alternate edition of this item?	<input type="text" value="Yes"/>
Notes <small>Put any information here that may help us find the item, as well as any other pertinent information including the amount the patron is willing to pay.</small>	<input type="text"/>
Where did you learn about this item?	
Where did you find this item cited? <small>Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.</small>	<input type="text" value="firstsearch.on1c.org:WorldCat"/>
Date of the work that cited the item.	<input type="text"/>
Volume number of the work that cited the item.	<input type="text"/>
Pages where the item is cited.	<input type="text"/>
<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/> <input type="button" value="Cancel - Return to Main Menu"/>	

Click to submit ILL request

Notes field can be used to limit in-State only, maximum cost, or to specify CD or tape / DVD or VHS.

Step 8: Track ILL Requests



ILLiad

Book Request Received Transaction Number 51

Logoff / beachtest

Main Menu

New Request

- Photocopy
- Book
- Book Chapter
- Conference Paper
- Patent
- Report
- Thesis
- Standards Document
- Other (Free Text)

View

- Outstanding Requests
- Electronically Received Articles
- Checked Out Items
- Cancelled Requests
- History Requests
- All Requests
- Notifications

Tools

- Change User Information
- Change Accounts
- Change Password

About ILLiad

Outstanding Requests

Transaction	Type	Title	Author	Status
49	Book	Odd Thomas	Koontz	Awaiting Request Processing
51	Book	Odd Thomas	Koontz, Dean R	Awaiting Request Processing

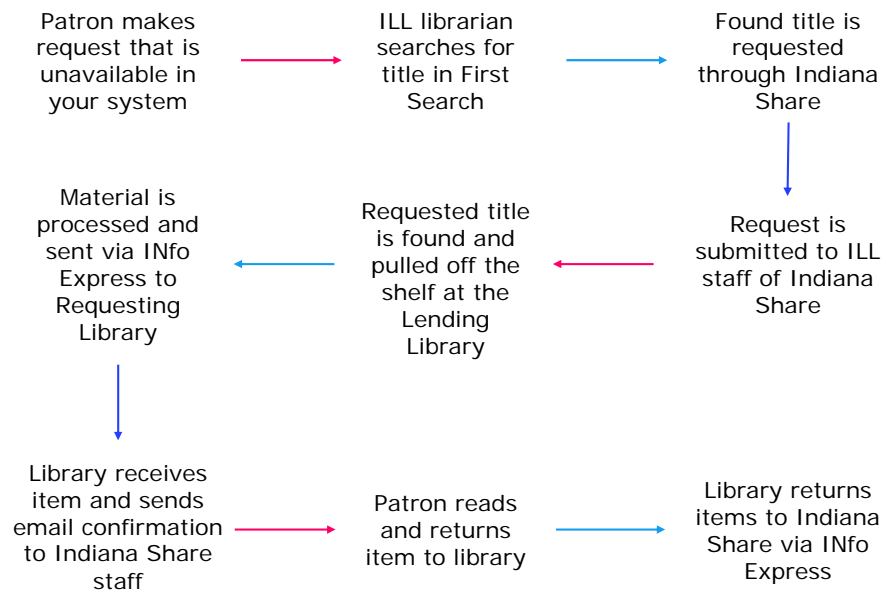
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Track Requests
View History

The library can track requests made on behalf of users. FedEx type detail of whether the request has been received, filled, shipped, etc.

You can cancel requests by clicking on the Transaction number and opening the individual request.

Indiana Share Process



Other Information



- ❑ After Receiving an item
 - E-mail the title(s) and transaction number(s) to share@library.in.gov
- ❑ Returning ILL Materials
 - Just send through Info Express.
 - ❑ The Lending Library will do the rest.
 - ❑ (Include original Indiana Share paperwork)

What should a borrowing library do when it receives borrowed materials?

When libraries receive the requested materials staff will need to e-mail share@library.in.gov the title of the book and the transaction number found on the label on the front of the materials so that State Library staff can update the OCLC record to received. Libraries without an internet connection may fax the information to (317) 234 6461. An update should be sent to the State Library staff at least once a week.

If you have no updates, you would not have to send the email to the Indiana State Library staff.

Contact



□ Troubleshooting and Tech Support

■ Indiana Share Office

- Telephone (317) 234-6461
- Fax (317) 234-6462
- E-mail share@library.in.gov

□ Indiana Share Website

- Including FAQ's and tutorial information
 - <http://www.in.gov/library/5769.htm>

Questions?



Indiana Share Office

Indiana State Library

(317) 234-6461

share@library.in.gov

<http://www.in.gov/library/5769.htm>

